

SERC Meeting

August 12, 2003

4:00 pm

Steve Kappa began the meeting at 4:00 pm, a quorum was present, for those in attendance see attached roster. The minutes of April 21, 2003 were reviewed. Mr. Kappa asked for corrections, deletions or additions. *Rudy Raynes moved to approve the minutes as presented. Giles Watson seconded. Motion passed.*

Old Business:

DOJ Grants - Neal Sharp no report.

HMEP Grants - Mr. Kappa reported the sub-committee reviewed the HMEP Grant applications at Flatwoods in August. The committee received requests for \$126,691.00 and awarded \$77,445.00. The US DOT Grant award is \$140,570.00 with a SERC match of \$35,144 for a total grant award of \$175,714.00. Planning is \$86,477 and training \$89,237; the planning grant earmarks \$2000 for travel, \$7,000 for salary & fringe benefits and \$77,476 for planning projects. Training grants are passed through to RESA and WVU for training classes conducted during the year. Mr. Kappa asked Rudy Raynes to report on the committee meeting. Mr. Raynes, Dan McKinney and Giles Watson met to review 23 grant applications. Mr. Raynes said several of the applications did not meet US DOT requirements and were not fully funded or received no allocation. Several of the applications requested equipment and the grant is specifically for planning and exercising. Jim Riggs questioned the difference between US DOT's award to the SERC and the amount the sub-committee awarded to LEPCs. Mr. Kappa reported the SERC allocated \$2000 for one individual to travel the to HMEP Conference per year and allocates \$7,000 for salary and fringe benefits to administer the program. The remainder \$77,476 is allocated to LEPCs. Mr. Kappa also stated the a number of LEPCs requested updates of plans or commodity flow studies, those LEPCs requested the full amount of \$5,000 or \$6,000 to update those products, and in his opinion an updated plan or study should not cost the same amount as the original product. The board should determine guidelines and set costs for updating previous plans or studies. *Jim Riggs moved to accept the committees recommendations, Joe Wyatt seconded. Motion passed.* Mr. Kappa requested initial requests for payments processed as soon as possible. Steve Milligan (Lewis/Upshur LEPC) said the board had previously discussed setting limits on commodity flow studies and asked if it had been done yet. Mr. Kappa said the board needs to consider setting limits, some projects do not need \$5,000 or \$6,000 to revise/update.

SERC Grants- Mr. Kappa asked Laverne to report on SERC grants. Laverne reported the SERC has expended \$24,855.17 and LEPCs have until December to request their

grant allocation.

Plan Reviews - Paul Howard had no report.

LEPC Membership Approvals - Mr. Kappa asked the board to review the enclosed LEPC memberships and vote on them en-masse; Braxton, Cabell/Wayne, Fayette, Jefferson, Logan, Pleasants, Preston, Raleigh and Wood LEPCs. Jim Riggs asked if anyone has reviewed the memberships submitted. Mr. Kappa said yes the memberships meet all 12 categories. Shirley Lawson asked for a correction, add Oscar Adkins Citizens Corps Planner and Bill Favors Cabell/Huntington Hospital. *Jim Riggs moved to accept the LEPC membership lists submitted with corrections, Rudy Raynes seconded. Motion passed.*

By-Laws - Mr. Kappa reported Taylor and Preston LEPCs have submitted By-Law revisions to meet with current SERC standards and Barbour LEPC is a new submission. Laverne reported all three by-laws have met the SERC criteria with the exception of Barbour, they do not have signatures on the by-laws. Laverne also reported Braxton and Raleigh LEPCs have sent in by-laws but they have not been reviewed. *Rudy Raynes made a motion to accept Preston and Taylor county By-Laws and to accept Barbour pending a signed signature page, Giles Watson seconded. Motion passed.*

Training Subcommittee - Jim Cox had no report.

SERC Conference – Mr. Kappa requested comment on the conference. Jim Riggs suggested the conference begin Monday afternoon and conclude on noon Wednesday to reduce costs. Terry Brown (Wood County) stated he prefers to begin the conference on Monday morning, Shaunda Rauch (Monongalia County) said the Emergency Management Council conducts their meeting the Sunday before the conference and prefers the conference schedule remain as it is. Steve Milligan (Upshur County) requested clarification on how many individuals are reimbursed for attending the conference. The SERC currently commits to reimbursing 2 individuals per county; one LEPC member and one Emergency Management. Mr. Kappa also noted the staff of Technological Hazards has done an excellent job conducting the conference. Discussion on conference site, number of days and cost of the conference. Mr. Kappa said consensus from visitors and emergency management personnel indicates they would like to keep the conference at 2 ½ days. Jim Riggs restated his concern about the cost of the conference and asked if we had an expenditure schedule for the conference. Mr. Kappa said we would compile the information for the next meeting. Mr. Kappa also asked visitors to review the agenda and determine topics for the 2004 conference. Giles Watson suggested the critiques be reviewed and submitted to the board during the next meeting so comments and concerns can be addressed.

New Business - Mr. Kappa welcomed Giles Watson to the board Mr. Watson was

appointed by Governor Wise to replace Mike Agee who retired from Dow Chemical. Mr. Watson's term is from July 21, 2003 to June 30, 2005.

Mr. Kappa discussed the upcoming US EPA Conference in Norfolk, VA November 16-19. Due to budget constraints Mr. Kappa said the SERC is unable to expend funds to send LEPC members to this years conference. In the past the SERC has funded between 20-25 individuals to attend EPA conferences at a cost of \$800-\$1000 per individual. Jim Riggs requested information on SERC funds. Laverne stated in 2002 expenditures exceeded income and 2003 is scheduled to exceed income as well. In previous years the SERC had a pool of funds to draw from but must keep \$180,000 in reserve for SERC Grants, HMEP matching funds and to expend HMEP Grants; the SERC must expend the HMEP funds first before they are reimbursed by US DOT. There was continued discussion concerning expenditures and personnel attending the EPA Conference. Mr. Watson stated if funds are limited they would be better used on our conference as opposed to EPA's. *Giles Watson made a motion the WV SERC not fund participation at the 2003 EPA Conference, Matt Musgrave seconded; Rudy Raynes asked that a provision be inserted indicating the issue would be reviewed on a yearly basis. The motion is: The WV SERC will not fund participation at the 2003 EPA Conference, however the issue will be reviewed on a yearly basis. Matt Musgrave seconded. Motion passed.*

Mr. Kappa said we need to discuss the 2004 conference. There was discussion on canceling Ogelbay and rescheduling the conference at Embassy Suites in Charleston. Discussion from visitor's and emergency personnel indicated they would prefer the conference remain in Charleston at Embassy if possible. Mr. Kappa asked Laverne to discuss canceling with Ogelbay and determine if the SERC has any financial obligations if we cancel. Mr. Kappa also asked Laverne to obtain appropriate dates for next August for Embassy Suites if we are able to reschedule. Mr. Kappa said the committee would determine where the conference is to be held at the October meeting based upon information received from Ogelbay and Embassy Suites.

Discussion on the next scheduled meeting dates. Giles Watson suggested the board look at setting dates a year in advance (for example - 1st Monday or 3rd Thursday). Mr. Kappa said he would also prefer to set the meetings up in advance.

Matt Musgrave moved to adjourn, Jim Riggs seconded, Motion passed. Meeting ended at 4:45pm. **The next scheduled meeting will be October 9, 2003 at 10:00 am at the EOC in Charleston, WV. The December meeting will be held December 9, 2003 at 10:00 am in the EOC.**